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## **SOCIAL AND BUSINESS HOSTING STANDARD**

March 20, 2013

### ***SCOPE AND PURPOSE***

Geocomp is committed to providing a safe work environment for its Employees and for those whose safety may be affected by its Employees. Geocomp recognizes that the use of Alcohol and Drugs can adversely impact a safe work environment. The Alcohol and Drug Policy, this Social and Business Hosting Standard (the "Standard"), and Supporting Standards including Site Specific Standards are aimed at ensuring a safe work environment and outline specific responsibilities, requirements and expectations to adequately mitigate the workplace risks associated with Alcohol and Drugs.

The purpose of this Standard is to address and minimize the risks in the workplace associated with Alcohol and Drugs and to ensure that all Employees are Fit-for-Duty. This Standard is only one facet of an overall approach to risk mitigation and safety.

### ***GUIDANCE & STANDARDS***

This Standard applies to Geocomp. It applies to all Geocomp Employees.

In addition to the obligations set out in this Standard, all Employees must comply with any additional Site Specific Standards.

#### **1. COMPANY SOCIAL EVENTS**

The safety and well-being of the individuals present and the community is paramount at any Company social event or activity. This Standard will be used for any Company social event or activity where Alcohol is served.

Events or activities involving Alcohol must have approval from Vice President level or higher.

- Professional/trained servers will work at each event and/or will supervise the use of untrained servers.
- Each Company event or activity will have a designated Geocomp host (with assistance from others) accountable for:
  - obtaining appropriate permits;
  - establishing the general tone of the event;
  - acting as the primary contact with the servers during the function regarding opening and closing times, food and beverage arrangements, etc.;
  - ensuring bars are attended at all times;
  - ensuring Alcohol is not served to individuals who appear to be intoxicated;

- taking reasonable steps to prevent abusive or unsafe behavior;
  - taking steps to prevent an apparently intoxicated attendee from driving after the function;
  - communicating to attendees that taxi cabs are available should they be required for the safe travel home of the individual;
  - when necessary, making transportation available or alternate arrangements (e.g., taxi cabs, shuttle bus) if transportation is unavailable; and
  - contacting the police if an incident occurs or an attendee disregards advice and attempts to drive in an intoxicated state.
- In all situations, events and activities will be managed in a way that avoids the potential for an incident, including identifying and eliminating potentially harmful situations.
  - Responsible serving practices will include providing food and non-Alcoholic drinks, including coffee and tea after the bar has closed, establishing a firm time to end the event, and stopping Alcohol service at a designated time prior to the end of the event.
  - Any hosting situation that results in inappropriate behavior or risk to health and safety of attendees or the community will result in a review of this Standard and active steps to ensure the problems do not occur again.

## **2. BUSINESS HOSTING**

Consistent with the above Standard, if Alcohol is made available to Geocomp guests in the course of conducting Company Business (e.g., restaurant meetings, conferences or seminars), Employees are expected to use reasonable judgment when hosting others, and must remain in compliance with the Standard.

### ***EXCEPTIONS***

Intentionally left blank.

### ***DEFINITIONS***

All undefined capitalized terms in this Standard are as defined in the Alcohol and Drug Policy.

### ***REFERENCES TO RELATED DOCUMENTS***

*Alcohol and Drug Policy*

*Alcohol and Drug Testing Standard*

*Medication Standard*

*Substance Abuse Assessment Standard*